


<u>ADMINISTRATIVE REGULATION</u>  COLORADO DEPARTMENT OF CORRECTIONS	REGULATION NUMBER 100-27	PAGE NUMBER 1 OF 3
	CHAPTER: Administration/Organization	
	SUBJECT: Records Management	
RELATED STANDARDS: ACA Standards: 5-ACI-3D-16	EFFECTIVE DATE: January 1, 2024	
	SUPERSESSION: 03/15/20	
	Moses (André) Stancil Executive Director	

I. POLICY

It is the policy of the Colorado Department of Corrections (DOC) to create, maintain, and purge records and files in compliance with statutory guidance and operational requirements. *[5-ACI-3D-16]*

II. PURPOSE

The purpose of this administrative regulation (AR) is to establish procedures for record retention and disposal.

III. DEFINITIONS

- A. Record: All books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any governmental agency in pursuance of law or in connection with the transaction of public business (C.R.S. 24-80-101(2)).
- B. Records Liaison Officer: DOC employee charged with the responsibility to develop procedures related to the management, accountability, and disposal of official records.
- C. Retention: The time period indicating the minimum length of time that the record/information should be retained by the agency before disposition.

IV. PROCEDURES

- A. A records liaison officer will be designated at:
 - 1. Each facility.
 - 2. Each regional parole office.
 - 3. Within each division.
 - 4. The Associate Director of Legal Services shall serve as the DOC liaison with the state archivist and Office of the Attorney General and will coordinate updates to established retention schedules with the identified records liaison officers.
- B. The records liaison officer will be responsible for reviewing the records within their control and destroying records when the retention period has expired.

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C. Records liaison officers are also responsible for reviewing documents within their control and working with division directors to determine whether items should be added or removed from the applicable retention schedule. Division directors will notify the office of legal services when there are changes needed on the applicable schedule.

D. Retention Guidelines

1. Electronic (email) Mail Retention

- a. All email that is older than 30 days, other than email with a DONOTDELETE label, will be auto-deleted. This includes email in inbox, sent, and other labels.
- b. If an employee needs to keep an email longer than 30 days, the employee must apply a DONOTDELETE label to email.
- c. Employees shall periodically review emails with the DONOTDELETE label and remove the label when the email no longer needs to be retained. Then, the email will be auto-deleted.
- d. Emails that should be retained:
 - 1) Emails that are of importance to ongoing work.
 - 2) Emails that are required for reporting purposes.
 - 3) Emails subject to legal or other sensitive holds.
 - 4) Emails that are the subject of a CORA or CCJRA request.
- b. Emails that should not be retained:
 - 1) Emails that are transitory, routine in nature, or of time limited value because they serve a time defined administrative purpose should be deleted by the user as soon as their usefulness has ended or auto-deleted after 30 days. Examples of these types of emails include but are not limited to the following:
 - a) Meeting or schedule notices.
 - b) Emails flagged as spam or suspicious in nature.
 - c) Emails of fleeting or no value.

- 1. Documents may be maintained in electronic or hardcopy format. Hardcopy documents will be destroyed through shredding when they have reached their destruction date.
- 2. Documents that are specific to the operation of a prison are maintained in accordance with the "Facility Document Retention Matrix" located on DOCNET under the Legal Services Facility Retention Document tab.
 - a. Prison documents will be maintained on a fiscal year basis in accordance with the retention matrix.
 - b. Routine operating records not listed on the Facility Retention Document will be maintained in accordance with the procedures listed in facility Implementation Adjustments.
- 3. Records that are specific to offenders, as listed on the "Active Offender Scanning File Format" located on the "R" drive, will be scanned into the offender file on webextender.
 - a. The documents are maintained until the offender discharges.
 - b. Upon discharge, the file is purged leaving only the documents identified on the "Discharged Offender Scanning File Format" located on the "R" drive. The remaining documents are maintained in accordance

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with the records disposition schedule established by Legal Services and located at:
<https://www.colorado.gov/pacific/archives/department-corrections>.

4. Investigative records and records specific to the Office of the Inspector General (OIG) shall be maintained in accordance with the records disposition schedule established by the OIG and located at:
<https://www.colorado.gov/pacific/archives/department-corrections>.
 5. Clinical Services Quality Management records shall be maintained in accordance with the records disposition schedule established by Clinical Services and located at <https://www.colorado.gov/pacific/archives/department-corrections>.
- E. Questions or issues involving the retention of records should be directed to the associate director of Legal Services who will coordinate, as necessary, with the state archivist and state attorney general and recommend policy changes for the DOC.

V. RESPONSIBILITY

A. Records liaison officers shall:

1. Review records disposition schedules and recommend changes.
2. Establish and implement a records disposal program.

B. The associate director of Legal Services shall:

1. Develop and implement records management procedures in accordance with record retention guidance outlined in the State Agency Records Management Manual, and applicable state and federal law.
2. Serve as the DOC liaison with the state archivist and Office of the Attorney General.
3. Review legislation that may affect records retention policy.

VI. AUTHORITY

- A. Title 24 - Article 80 of the Colorado Revised Statutes
- B. C.R.S. 24-80-101*et. seq.*
- C. C.R.S. 24-72-204.5 Adoption of electronic mail policy
- D. State Agency Records Management Manual
<https://archives.colorado.gov/records-management/state-agency-records-management>

VII. HISTORY

March 15, 2020
 March 15, 2018
 January 15, 2016
 April 1, 2011
 April 1, 2010
 April 1, 2009
 April 1, 2008
 April 1, 2007
 April 1, 2006

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April 1, 2005
April 1, 2004

ATTACHMENTS:

- A. AR Form 100-01A, Administrative Regulation Implementation/Adjustments

ADMINISTRATIVE REGULATION
IMPLEMENTATION/ADJUSTMENTS

AR Form 100-01A (04/15/08)

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(F A C I L I T Y / W O R K U N I T N A M E)

_____ WILL ACCEPT AND IMPLEMENT THE PROVISIONS OF THE ABOVE ADMINISTRATIVE REGULATION:

AS WRITTEN NOT APPLICABLE WITH THE FOLLOWING PROCEDURES TO ACCOMPLISH THE INTENT
OF THE AR

(SIGNED) _____ (DATE) _____
Administrative Head